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GOVERNOR

*State of Louisiana*  
DIVISION OF ADMINISTRATION  
OFFICE OF HUMAN RESOURCES

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION


**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 77**

**EFFECTIVE DATE:** March 6, 2006

**SUBJECT:** Flexible Maximum Hire Rate for IT Management  
Consultant 1, Position # 50327485

**AUTHORIZATION:**

  
Barbara Goodson  
Assistant Commissioner of Management & Finance

**I. POLICY:**

In accordance with authority granted by the Department of State Civil Service and effective March 6, 2006, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for IT Management Consultant 1 - position # 50327485.

**II. PURPOSE:**

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy shall be applicable to IT Management Consultant 1 - position # 50327485 in the Office of Telecommunications Management of the DOA.

**IV. PROCEDURE:**

Beginning March 6, 2006, when hiring an employee in IT Management Consultant 1 - position # 50327485, the DOA will hire at the established Special Entrance Rate, which is attached.

The Personnel Action Requests (PAR) form requesting an appointment to this position must reference the Special Entrance Rate in the “Remarks” portion of the PAR.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

The Department of State Civil Service has approved the use of Flexible Maximum Hire Rates for job titles in the Scientific and Technical (TS) pay schedule. The following chart reflects:

1. The job code, title and pay level of the position affected,
2. The March 31, 2003 pay grade minimum of the affected positions job title, and
3. The actual hire rate that will be utilized by the Division of Administration when filling this position from March 6, 2006 forward.

<b>Job Code</b>	<b>Title</b>	<b>Position #</b>	<b>Pay Level</b>	<b>Biweekly Minimum 3/31/03</b>	<b>Biweekly Hire Rate 3/6/06</b>
163160	IT Mgmt Consultant 1	50327485	TS-314	\$1,519.20	\$2,128.80